



**DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, OMAHA DISTRICT
106 SOUTH 15TH STREET
OMAHA, NEBRASKA 68102-1618**

OFFICIAL BUSINESS

CENWO-EE

2 November 2001

COMMANDER'S POLICY MEMORANDUM #4

SUBJECT: Omaha District Policy on Sexual Harassment

1. As your Commander, it is my policy that sexual harassment and all other forms of discrimination will not be tolerated in the Omaha District. All of our employees, along with those engaged in official business with the Corps, have the right to work in an environment free from sexual harassment. Sexual harassment undermines mission performance and creates an environment that impairs morale and interferes with work productivity. There is no excuse for an employee being subjected to sexual harassment.

2. Individuals who believe that they are being sexually harassed should make it clear to the person harassing them that such behavior is offensive and unwelcome. You should also immediately report the incident(s) to: the appropriate chain of command; or through the Equal Employment Opportunity (EEO) complaint process, or call the EEO Office Harassment Hot Line at (402) 221-3912. A confidential investigation will be conducted and necessary and appropriate action will be taken to ensure these matters are addressed promptly, fairly and effectively. Retaliating against an employee for reporting or cooperating with an investigation of allegations of sexual harassment is prohibited. Substantiated complaints of sexual harassment and/or reprisal will result in corrective administrative or disciplinary action, which can range from reprimand to removal.

3. Those in leadership positions are to take personal responsibility for ensuring that the highest standards of conduct are adhered to within your work place. Managers and supervisors are to disseminate this policy to all employees and ensure that they are visible to all vendors and contractors who are engaged in business with the Corps. Supervisors are responsible to train their employees in the prevention of sexual harassment on an annual basis.

4. Implementation of this policy requires not only that it be a shared responsibility of all employees of the Omaha District, but it also requires teamwork. We must strive together to ensure that our work environment nurtures the professional growth of each employee, and that incidents of sexual harassment do not interfere with our ability to focus on our mission. I am confident that each of you will exhibit only the highest level of professional behavior, courtesy and respect at work and in all work related activities.

5. The EEO Officer is my official designee for all matters associated with equal employment opportunity, including sexual harassment. The EEO staff is also available to provide you with

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expert advice and training in handling this sensitive issue. If you require any assistance in implementing this policy, contact the Office of Equal Employment Opportunity, at (402) 221-3911.

A handwritten signature in black ink, reading "Kurt F. Ubbelohde". The signature is written in a cursive style with a large, stylized "K" and "U".

KURT F. UBBELOHDE
Colonel, EN
Commanding

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